

Confidential Site Selection Worksheet

**- Office Space
Version**

Send Completed Worksheet To:

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Confidential

Completion of the following worksheet will aid the staff of the Trade and Commerce Agency in undertaking a comprehensive site and facilities search. While all of the information is important, do not feel obligated to include information that may be sensitive or confidential. In addition, if all of the information is not readily available, indicate that the information will be forwarded at a later date by entering "FORWARD" in the blank or appropriate area. We appreciate having the opportunity to work with you and your company. Your judgement in completing this worksheet will be respected.

Thank you.

This Form Completed by:

Company Name: _____

Your Name: _____

Title: _____

Street: _____

City/State/Zip Code: _____

Telephone: _____

Fax: _____

Date: _____

Please attach your business card.

General Information

Business and Product Description

• Please briefly describe the nature, size, and history of your business in the space provided:

Estimated Investment

\$		Land
\$		Building
\$		Equipment
\$		Total

Site Selection Factors

• Please rate, from 1–5, each of the following factors that would be important to your company in making a decision to expand operations in California or relocate out of state. (1=Very Important; 5=Not very Important.)

	Labor Cost and Availability
	Proximity to Engineering Talent
	Land and Building Cost
	Housing Affordability
	Proximity to Scheduled Air Service
	Building Visibility
	Seismic Stability
	Proximity to Support Services
	Availability of Redundant Resources
	Pro-Business Community and Government
	Absence of Utility Taxes
	Quality of Labor
	Telecommunications Capacity
	Fiber Optic Availability
	Proximity to Colleges and Universities
	Availability of Part-time/Temporary Help
	Transportation Access
	Proximity to Administrative Headquarters
	Speed of Express Package Delivery Service
	Other

Land and Building Requirements

_____ Acres Required (min. to max.)

_____ Building Size Required (sq. ft.)

_____ Desired sq. ft. per Floor (sq. ft.)

_____ Conference Rooms Req. (#)

_____ Telephone Stations Req. (1/200 sq. ft.)

_____ Illuminance Requirements (ft. candles)

_____ Special HVAC Required (yes/no)

_____ Vertical Clearance (ft.)

_____ Building Age Limit (yrs.)

_____ Freight Elevator Req. (yes/no)

Other Building Requirements _____

(Indicate preference by rating 1 to 4)

_____ Purchase Existing Building

_____ Lease Existing Building

_____ Desired Length of Lease (yrs.)

_____ Own New Construction

_____ Build-To-Suit/Lease

_____ Other (describe) _____

(Indicate preference by rating 1 or 2 for space & rent)

_____ Class A Space / _____ Triple Net

_____ Class B Space /

Expansion Schedule

When would you like to begin construction? (Month/Day/Year)

When does the office need to be ready for occupancy? (Month/Day/Year)

When does the office need to be in operation? (Month/Day/Year)

Parking Requirements

_____ No Parking Required
_____ Surface Lot Parking
_____ Structure Parking (_____ Number of Spaces)
_____ Preferred Distance to Public Transportation (_____ Miles)

Utility/Communications Requirements

Electricity

_____ (immediate) _____ (in 5 yrs) Demand (Kilowatts)
_____ (immediate) _____ (in 5 yrs) Usage (Kilowatt hours/month)
_____ (immediate) _____ (in 5 yrs) Desired Service Voltage
_____ (immediate) _____ (in 5 yrs) Desired Building Amperage
_____ (immediate) _____ (in 5 yrs) Hours of Operation (a.m/p.m.)
_____ (immediate) _____ (in 5 yrs) Operating Days/Weeks
_____ (immediate) _____ (in 5 yrs) Maximum Distance to POP

Communications

_____ (immediate) _____ (in 5 yrs) Fiber Optics
_____ (immediate) _____ (in 5 yrs) Microwave
_____ (immediate) _____ (in 5 yrs) Digital Switching
_____ (immediate) _____ (in 5 yrs) High Capacity T-1
_____ (immediate) _____ (in 5 yrs) Satellite Earth Station
_____ (immediate) _____ (in 5 yrs) Coaxial Cable
_____ (immediate) _____ (in 5 yrs) Twisted Pair Linkages

Gas and electric bills from similar facilities aid in determining the applicable rates. If available, please attach copies.

Would you like to investigate energy efficiency incentives offered by public utilities?
_____ (if yes, please attach a description of the major electrical equipment used in your facility.)

Will your operations require a redundant power source for emergencies? _____

Building Security Requirements

• Please rate, from 1-5, each of the following factors that would be important to your company in making a decision to expand operations in California or relocate out of state. (1=Very Important; 5=Not Very Important)

CCTC System _____

Fire Detection/Life Safety _____

After Hours Access Control _____

Parking Entry/Exit Control _____

Vehicle Protection _____

Safe Transit from Building to Parking _____

On-site Guard Services _____

Cleaning Crew Supervision _____

Critical Utilities Monitoring _____

Deter/Detect Unauthorized Intrusions _____

Employment Information

Total number of employees at all company facilities. _____

Total number of employees at new office. _____

Number of transfers from existing operations. _____

Number of *new hires* at new office. _____

If interested in a wage rate quote, please provide a job description for the new hires.

Number Full-Time/Part-Time	New Hire Job Description
_____/_____	<u>Clerks/General Office</u>
_____/_____	<u>Data Entry Keyers</u>
_____/_____	<u>Computer Systems Analysts</u>
_____/_____	<u>Computer Systems Engineers</u>
_____/_____	<u>Computer Programmers</u>
_____/_____	<u>Engineers (specify type)</u>
_____/_____	<u>Supervisors</u>
_____/_____	<u>(Other)</u>

**Competition
from Other
States**

What other states are being considered for your company’s facility expansion?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

**Geographic
Preference**

Indicate the California areas of interest by numbering the regions below from 1 to 9 in order of priority, 1 being the highest (please refer to the map on the following page).

- Northern California Region _____
- Sacramento Region _____
- Bay Area Region _____
- Central Valley Region _____
- Central Coast Region _____
- Los Angeles Region _____
- Orange County Region _____
- Inland Empire Region _____
- San Diego Region _____

California's 9 Regions

